

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

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Content: Library: Duties of the Library Staff Policy

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Duties of the Library Staff Policy

Introduction

The institution and its employees are committed to the principle of discharging the duties with integrity and sincerity to help in the smooth functioning of the institution.

Statement of Purpose

This policy outlines the duties of the librarian and other library staff.

Policy

Duties of the Librarian:

- i. To formulate and administer policies, rules and regulations for efficient functioning of the library.
- ii. To select, acquire, catalogue, classify and maintain the library resources - both in print and digital formats.
- iii. To analyse the requests for search and furnish the reference and bibliographical material to assist the research scholars.
- iv. To help the library users to conduct research and find the information needed.
- v. To train the library assistants and other supporting staff.
- vi. To convene the meeting with Library Committee whenever required to address the issues on agenda.
- vii. To develop repair and weeding policies.
- viii. To periodically conduct stock verification.
- ix. To supervise budgeting and planning.
- x. To periodically analyse the feedback, recommendations, suggestions and complaints of the users and respond appropriately.
- xi. To update the information display and notify the new arrivals.
- xii. To organise the novice orientation and the user promotion programmes.
- xiii. To supervise the personnel and facilities for optimal functioning.
- xiv. To provide input into architectural planning of library facility.

- xv. To collect rare books and special collections that help the growth of the institutional library.
- xvi. To prepare the annual report of library along with the members of Library Committee.

Duties of the Assistant Librarian:

- i. To assist the librarian in his duties.
- ii. To assist the library users in finding the information.
- iii. To help the librarian in cataloguing and classifying the library resources.
- iv. To collect the damaged and unused books for the consideration of the weeding policy.
- v. To maintain the records.

Duties of the other supporting staff in the Library:

- i. To assist the Librarian and Assistant Librarian as required.
- ii. To ensure the shelving and maintenance of the library resources.
- iii. To report to the Librarian immediately in case of any damage or disruption.
- iv. To supervise all the areas to ensure proper ambience, silence and optimum use of the resources by the users.

Definitions

- a. Library Committee: Current members among the faculty and non-teaching staff appointed by the office of the management authority for a duration of three years.
- b. Annual Report of the Library: To compile a report at the end of each financial year with a summary of the stock-verification of the resources, listing the details of the services, recommendations, budgeting and reporting.

Applies to

Library staff and the library users of Sree Gokulam Medical College and Research Foundation, Venjaramoodu, Thiruvananthapuram.